

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: Programming and Training Specialist (PTS) – Community Health Program

FSN Grade/step equivalent 8/1 - 9/1.

Base year annual salary between S/.74,041.00 and S/.86,243.00 Nuevos Soles

OPEN TO: All interested candidates with Peruvian residency/ work permit. (Must have and must submit the required work and/or residency permits to be eligible for consideration.

OPENING DATE: March 05, 2015

CLOSING DATE: March 15, 2015

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: recursoshumanos@peacecorps.gov.

Position Summary:

The Programming and Training Specialist for the Community Health Program (CHP) is responsible for providing specialized programmatic and training support to CHP Trainees and Volunteers. The PTS reports to the CHP Program Manager (PM) and collaborates with the Director of Programming and Training (DPT), other Programming and Training Specialists, the Training Manager, the Master Trainer, and other Post staff.

PROGRAM SUPPORT (65% time)

1. Project Development

The PTS assists the Program Manager to review and revise a well-defined Project Plan for the Community Health program using the Peace Corps project planning process that includes a situation analysis, project purpose, goals, objectives, task analysis and indicators.

- a. Assists the PM in obtaining project input from host country agencies, including government, NGO, and local communities; including supporting the coordination of a Project Advisory Committee with national, regional and/or local stakeholders.
- b. Assists the PM in the design and implementation of a monitoring and evaluation (M&E) plan/system to track Peace Corps Volunteer (PCV) program performance and progress towards attainment of project goals, objectives and activity targets.
- c. Assists the PM in keeping the Project Plan up to-date.

2. Volunteer Support

- a. Participates in PCV site visits as required.
- b. Provides technical information and resources to Trainees and Volunteers.
- c. Responds to Volunteer program needs and requests via email and phone calls.
- d. Discusses program successes and/or Volunteer challenges with Counterparts, as appropriate during site visits, partner meetings and at training events.
- e. Provides support to PCVs outside of assigned project in order to promote cross-cultural sectorial integration.

3. Site Development

The PTS assists the PM with site development, assessment and assignment procedures.

- a. Assists the PM with site surveys for proposed PCV projects.
- b. Visits and helps PM evaluate potential work sites and communities, and writes corresponding site reports.
- c. Assists the PM with site development, assessment and assignment procedures using a paper and/or electronic filing system.
- d. Participates in the creation and dissemination a project booklet and/or presentation that can be provided to potential agency partners.
- e. Assembles project site assignment packets.
- f. Assists the PM with the review, adjustment and negotiation of potential job descriptions, and supports host country agencies (HCAs) and PCVs in this task before and during Pre-Service Training (PST).

4. Volunteer Reporting Tool, Monitoring and Evaluation, and Program Reports

The PTS ensures the timely submission of CHP PCV bi-annual Volunteer Report Forms (VRFs).

- a. Assists with the compilation of CHP PCV VRFs and downloads them using the Volunteer Reporting Tool (VRT) database.
- b. Conducts the data cleaning process for volunteer data.
- c. Assists the Program Manager with timely VRF feedback.
- d. Assists the PM in contributing the annual Project Status Report (PSR) and the Training Status Report (TSR).
- e. Assists the in the design, coordination, compilation of information, and writing of the HCA Annual Report (Informe Anual), in collaboration with both Program Managers, the PA, DPT, and other Post staff as well as with other program documentation as needed.

5. Programmatic and Logistical Support

- a. Represents Peace Corps at official events and other Counterpart meetings.
- b. Assists the PM in the development of positive relationships with host country agencies, including government, NGOs, and local communities.
- c. Performs administrative support duties as requested and assigned; assisting in the preparation of all needed documentation and required reports.
- d. Works in close collaboration with Program Assistant on various tasks.

TRAINING (35% time)

1. Training, Design and Evaluation

The Program and Training Specialist is responsible for designing and implementing sector training sessions that meet core/sector integrated competencies and learning objectives and that follow PC training philosophy related to experiential and adult learning approaches.

- a. Working closely with PM, identifies sector training needs, learning objectives and competencies; helping review and update these prior to each PST and In-Service Training (IST) event.
- e. Designs and facilitates sector and core/sector integrated training sessions across the 27-month training continuum, and using Focus-In Train-Up model sessions.
- f. In coordination with PM, develops and manages budgets for IST events.
- g. Develops and applies training continuum project-specific monitoring, evaluation and feedback tools for all training events.
- h. Identifies sector training resources and provides training guidance to invited presenters and PCV and Peace Corps Trainee (PCT) presenters, to enable learning objectives to be met.
- i. Coordinates and conducts field based trainings and other program events as required.
- j. Works with Technical Trainer Assistant to achieve integration of activities, careful use of resources, and logistical organization of technical training activities.
- k. Participates in the implementation of the Trainee Assessment process.
- l. Trains PCVs in how to incorporate Cross-Sector Programming Priorities into their work.

2. Training Support

The PTS provides constructive and timely feedback to Trainees that supports their cultural integration, language and technical sector skills acquisition using the Trainee Assessment Portfolio (TAP).

- a. Works closely with Trainees to facilitate their adaptation to Peru during PST and ISTs.
- b. Reviews Bridge to PST, Welcome Package, TAP and other training documents.

Safety and Security

The PTS supports, encourages, participates in, and complies with all safety and security policies and procedures at Post related to Trainee, Volunteer, staff, and office security, and information and communication systems.

- a. Participates in staff safety and security programs and training as required.
- b. Stays informed of and interprets PC Policies to Trainees and Volunteers when required. Encourages compliance and helps Post staff explain the Volunteer Handbook, and safety and security policies to Volunteers, Trainees and HCAs.
- c. Reads, understands, and assists Peace Corps during implementation of its Emergency Action Plan (EAP) according to the roles described in the EAP.
- d. Fulfills roles and responsibilities when serving as Duty Officer; as described in Post's Duty Officer Manual.
- e. Complies with physical security guidelines in the office, including those outlined in Post's Warden Manual.

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- f. Complies with all Information and Technology Security guidelines, including an annual IT Security Awareness Training and handling of sensitive information.
- g. Performs other duties as assigned.

Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and communicates Volunteer safety and security concerns and issues to the Safety and Security Coordinator (SSC) and the Country Director (CD). Assists Program Managers/APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security and reports issues to the Program Manager/APCD. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving PCVs/PCTs and any other safety and security incident, including suspicious persons or situations.

Programming and Training Team Member

The PTS performs as an effective team member of Programming and Training team.

- a. Keeps the PM, DPT, Master Trainer and Training Manager informed during training events of key issues related to sector and core/sector integrated training content and logistics, and of the well-being of participants and training staff.
- b. Presents the PM, DPT, Master Trainer and Training Manager with suggestions and alternatives when problems arise, and if necessary, makes decisions to solve unexpected problems related to training sessions.
- c. Performs as an effective team member; providing suggestions on improvements to sector training content, delivery or logistics, so that the Programming and Training team can take the best possible actions and/or solutions.
- d. Assists the Post in development of the annual training and Post events calendar.
- e. Supports other members of the Programming and Training team as necessary.
- f. Attends Programming and Training Meetings and All Staff Meetings, Programming and Training retreats, and reports on training activities as required.
- g. Coordinates with Administrative staff to ensure budget compliance in training events.

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- A. **Education:** Bachelor's degree in Social Sciences, Community Health, Rural Community Development, or a related field.
- B. **Prior Work Experience:** Five years progressively responsible experience in community rural development, or household level health promotion.
- C. **Post Entry Training:** The incumbent will receive training on the Peace Corps philosophy programming and training system, PC policies and regulations.
- D. **Language Proficiency:** Level III English (good working knowledge) and level IV Spanish (fluent) ability is required.
- E. **Knowledge:** In-depth understanding of developmental plans and project-specific organizations in Peru. Understanding of the Peruvian government's objectives, priorities and structure. Thorough knowledge of Peace Corps regulations and operations. In-depth understanding of U.S. and Peruvian cultures, including areas of cultural diversity.
- F. **Skills and Abilities:** Ability to maintain good working relationships with Peace Corps staff (US and Peruvian) and Volunteers. Ability to develop and maintain mid-level contacts within the host government, international aid agencies, and private sector. Ability to plan, organize and execute projects and to prepare precise, analytical reports. Ability to work in cross-cultural training settings and to develop training sessions and schedules. Strong interpersonal and cross cultural skills. Basic computer skills (Microsoft Office) required.

POSITION ELEMENTS

- a. **Supervision Received:** Program Manager provides direct supervision on policies and programmatic priorities and reviews and evaluates work. During PST cycle the Master Trainer will serve as direct supervisor (15 weeks/year)
- b. **Supervision Exercised:** In collaboration with the Program Manager, provides indirect program supervision to Volunteers, including the elements of training, evaluation, coaching/guiding, and policies and procedures. Will provide input to Program Manager on Program Assistant's performance review.
- c. **Available Guidelines:** Integrated Planning and Budget System and Program Status Report guidelines, Peace Corps Policy Manual, Peace Corps Program and Training manuals and Volunteer resources, Peruvian government's plans, Peace Corps Volunteer Handbook, and other specific policies and directives.
- f. **Time required to perform full range of duties after position entry:** One year.